

**Minutes  
Of the  
Committee on Limited English Proficiency  
9:30 AM  
Tuesday, Nov. 1, 2022  
Via Microsoft Teams and Livestreamed on YouTube at  
<https://www.youtube.com/watch?v=glhZRp5m8g0>**

**Members in Attendance:** Ms. Alejandra Donath, Co-Chair, Mr. Troy Brown, Atty. Brittany Kaplan, Atty. Viviana Livesay, Atty. Richard Loffredo, and Atty. Brandon Pelegano. Also present, support staff: Ms. Heather Collins.

- 1) **Welcome:** Atty. Loffredo welcomed the members and noted that co-chair Justice Kahn was unable to attend, but that she wanted the meeting to occur nonetheless.
- 2) **Approval of minutes** from the June 28, 2022, meeting: The minutes were approved.
- 3) **LEP Refresher Training** (update): The Branch launched a mandatory, online LEP refresher course for all Branch staff, on July 26, 2022. As of Nov. 1, 2022, approximately 1,800 employees had completed the training, which takes about one hour. Another 1,900 have not completed training as of this date. The Committee discussed various scenarios on how to notify those who haven't taken the training, which must be completed by Dec. 31, 2022, or about eight weeks from today's meeting date. After discussion, it was agreed that Atty. Loffredo would contact a member of the Learning Management System staff to send notifications to non-compliant staff. If that would not be possible, the Executive Directors should send a notice, the Committee agreed.
- 4) **Language Poster:** People are entitled to language access in Connecticut courts, and the Interpreter and Translation Service Unit created a new, plain-language poster with visual cues, including flags, to be posted in court facilities. The draft poster features flags of 13 countries, with text in Spanish, Portuguese, Polish, Chinese Mandarin-Cantonese, Haitian Creole, Russian, Vietnamese, and Ukrainian, saying "You have the right to an interpreter at no cost to you. To request an interpreter please inform court staff." There was discussion about the design and its visual appeal and clarity. This poster will supplement the existing language/flag poster, and the members discussed the possibility of merging the two. The original poster has additional languages not represented on the new poster, and Atty. Loffredo said those additional languages are rarely requested. The members were asked to continue viewing the draft poster, and provide suggestions for a design that would be universally understood as a person speaking.
- 5) **Forms:** There was discussion about how to add a visual cue, such as an icon of a person speaking, to Branch forms which would allow a person to ask for interpreter/translation services. Atty. Loffredo asked the members to consider this for the next meeting.

- 6) **Language Access Complaint (JD-ES-353):** The members reviewed the Draft form ahead of time. There was discussion about the need to expand the area that asks for “Name(s) of any relevant individuals or witnesses,” to include contact information for those witnesses on the form. Atty. Livesay said that can be added. Atty. Pelegano also suggested that the language in paragraph 7 of the Procedures form be changed to reflect paragraph 5, to say the materials will be retained “...three years from the date of the decision being issued...” and Atty. Livesay agreed. After these revisions are made, Atty. Loffredo will send it to HR for review and when that review is done, the form/procedure will be translated into Spanish, Portuguese, and Polish, and then published online.
- 7) **Video Remote Interpreting (grant):** Under the American Recovery Act, the Branch sought and received a grant to provide VRI. The Office of the Chief Court Administrator will work with the ITS Unit to identify a judicial district where a pilot program can be launched with supportive local buy-in from Judges, staff, prosecutors, public defenders, etc. The need for the program is great; the demand for these services is extensive and the pool of physically available interpreters is not growing to meet the demand.
- 8) **Next Meeting:** The members discussed what topics may come up at the next meeting. Atty. Fica told the members that her organization, Connecticut Legal Services, is doing a language access needs survey and asked if the Branch keeps data. Ms. Donath said she has that data and can provide it to Atty. Fica for a two-year span. Atty. Loffredo also asked the members to share potential speaking icons with the Committee ahead of the next meeting for inclusion on the form/sign, and Atty. Livesay asked the members to provide where any icons they share came from, to avoid any copyright issues. Also, Atty. Loffredo noted, the Language Access Plan needs to be updated in 2023 from the 2021 report and so the Committee can expect to review that in the coming months.
- 9) **Adjourn:** The meeting adjourned at 10:15 a.m.